

Job description

Job title	Communication intern – ALM programme
Department	Communications and advocacy
Location	Nairobi
Reporting to	Head of Communications- ALM programme
Responsible for	This role will provide support for the above outcomes through communications, graphic design, branding, content production, advocacy, digital communications, media engagement and event management.
Liaison with	ALM advocacy team
Hours	Full time, 40 hours per week
Type of contract	Internship
Organisation	
<p>Options Consultancy Services Limited is a leading global health consultancy established in 1992 as a wholly owned subsidiary of MSI Reproductive Choices. We manage health programmes that ensure vulnerable women and children can access the high-quality health services they need. We work with partners to co-create and implement locally informed solutions to complex health problems. This includes governments, development partners, NGOs, civil society and health workers. Our programming is flexible, evidence-based and politically informed. This means we adapt to changing contexts, use data to inform our decisions and ensure our approach is appropriate. Our focus is always on building local skills and systems that last.</p>	
Main purpose of job	
<p>The UK Government (Foreign, Commonwealth and Development Office - FCDO) has a vision of a world free from the practice of Female Genital Mutilation/Cutting (FGM/C) by 2030, in line with the Sustainable Development Goals, and has established a programme – The Africa led Movement (ALM) to contribute to global efforts to achieve that vision.</p> <p>The intended impact of this programme is a significant reduction of the practice of FGM/C in 4-6 focus countries/regions in Africa by 2025. The intended outcome of this programme is the acceleration of positive change in social attitudes towards ending FGM/C in countries/regions in which the programme is operational.</p> <p>This position will support ALM's goal in building zero tolerance to FGM by building ALM's highly trusted; its reputation strengthened through first-class communications and powerful call to action that inspires change for girls and women facing FGM/C.</p>	

Main duties
<ul style="list-style-type: none"> • Work with the communications team to implement ALMS's communications strategy • Support day-to-day communications tasks while ensuring that the ALM's brand is adhered to and represented effectively • Support production of a wide range of communications including marketing materials, e-newsletters, electronic media, reports, press releases, articles, brochures, videos, social media messages • Help to organize meetings, seminars, webinars, report launches and events and media inquiries, including media outreach • Work with staff in the communication and promotion of the project writing and editing of ALM's website stories • Supporting the production of brochures, project briefs, media articles, drafting of op-ed type articles etc. • Support ALM'S social media campaigns • Help with the editing of additional website content information • Develop content including images and videos for website and advocacy materials • Design communications and publicity collaterals

Note: this job description reflects the present requirements of the post. As duties and responsibilities change and develop the job description will be reviewed and be subject to amendment in consultation with the job holder.

Signed by: Jacinta Muteshi	Date: 17th September 2021
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Person specification

Criteria	Essential	Desirable
Qualifications		
Professional qualification or degree in a relevant subject	✓	
Experience		
Experience in using social media including Facebook and Twitter in a professional capacity to increase levels of engagement.	✓	
Demonstrable ability to optimise digital communications and levels of audience engagement Strong computer skills: facility with MS Word and PowerPoint	✓	
Experience in planning and coordinating meetings and events, including invitation lists and event logistics	✓	
Experience in administration ideally in fundraising		✓
Skills and attributes		
Strong administration and organisational skills, good time management	✓	

Other requirements		
Pro-choice	✓	
Commitment to equal opportunities	✓	
A commitment to the programmes and Options' principles of Safeguarding, Do No Harm, and to comprehensive sexual and reproductive health and rights	✓	
Fluency in written and spoken English	✓	